



LOS ANGELES COUNTY COMMISSION ON HIV

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While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.

OPERATIONS COMMITTEE MEETING MINUTES April 16, 2009

Approved
5/21/09

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Mike Johnson, <i>Co-Chair</i>	Nettie DeAugustine, <i>Co-Chair</i>	Adrian Aguilar	None	Jane Nachazel
Sergio Aviña	Jim Chud	Chris Villa		Craig Vincent-Jones
Michael Green				Nicole Werner
Dean Page				
Robert Sotomayor				

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- 1) **Agenda:** Operations Committee Agenda, 4/16/2009
- 2) **Minutes:** Operations Committee Meeting Minutes, 2/19/2009
- 3) **Roster:** Los Angeles County Commission on HIV, 4/14/2009
- 4) **Memorandum:** Vacancies, 4/13/2009
- 5) **Matrix:** Commission on HIV Overall Attendance Percentages, *January-December 2008*
- 6) **Matrix:** SPA #3 "Meet the Grantee" Meeting, 1/31/2009
- 7) **Flyers:** Consumer Caucus Service Planning Area (SPA 4) "Meet the Grantee" (English and Spanish), 5/2/2009
- 8) **Commission Nominee Evaluation/Scoring Form:** Blank Form
- 9) **Commissioner Application:** Adrian Aguilar, 1/30/2009
- 10) **Commissioner Application:** Chris Villa, 2/15/2009
- 11) **Commissioner Application:** Carla Bailey, 3/2/2009
- 12) **Commissioner Application:** Quentin O'Brien, 3/12/2009
- 13) **Commissioner Application:** Fariba Younai, 3/5/2009
- 14) **Commissioner Application:** Stephanie "Joanne" Granai, 3/12/2009
- 15) **Non-Commissioner Member Application:** Kimberly Woods, 12/2/2008

1. **CALL TO ORDER:** Mr. Johnson called the meeting to order at 1:00 pm.
2. **APPROVAL OF AGENDA:**
MOTION #1: Approve the Agenda Order (*Passed by Consensus*).
3. **APPROVAL OF MEETING MINUTES:** Mr. Aviña noted that he was an official member of the Operations Committee as of the April 16, 2009 meeting.
MOTION #2: Approve the February 19, 2009 Operations Committee meeting minutes, as amended (*Passed by Consensus*).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.
7. **CO-CHAIRS' REPORT:** There was no report.
8. **OPEN NOMINATIONS PROCESS:** Mr. Johnson noted the vacancies memorandum and encouraged continued recruitment.
 - A. **Member Nominations:**
 - The Committee approved the re-nominations of Carla Bailey to the Consumer District 2 seat, Quentin O'Brien to the Part C Providers seat, and Fariba Younai to the AETCs/Medical Schools seat. The nominations will be forwarded to the next Commission on HIV meeting.

Operations Committee Meeting Minutes

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- The Committee also confirmed that the nomination of Kimberlee Woods as a non-Commissioner Joint Public Policy (JPP) Committee member was consistent with the JPP Committee's membership criteria. The nomination will be forwarded to the next Commission on HIV meeting.
- Adrian Aguilar was interviewed. His application will be held until an appropriate seat becomes available.
- Chris Villa, who is currently an Alternate opposite a vacant seat on the Commission, was also interviewed. Mr. Villa will remain on the Provider SPA 7 Alternate seat pending review of other application(s).
- Ms. Granai's renewal application was scored and will remain on the Provider SPA 1 seat pending review of other application(s).

MOTION #3 (Aviña/Sotomayor): Forward Kimberlee Woods' nomination as a non-Commissioner member of the Joint Public Policy Committee to the Commission for approval and nomination to the Board of Supervisors for appointment (***Passed by Consensus***).

MOTION #4 (Sotomayor/Aviña): Re-nominate Carla Bailey to the Consumer District 2, Quentin O'Brien to the Part C Providers, and Fariba Younai to the AETCs/Medical Schools seats and forward to the Commission for approval and nomination to the Board of Supervisors for appointment (***Passed by Consensus***).

B. **Latino Recruitment:** There was no report.

9. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAM):** There was no report.

10. **CONSUMER CAUCUS:** It was reported that the SPA 4 "Meet the Grantee" meeting at West Hollywood Park has only six RSVPs despite the large number of consumers and agencies that were notified.

➡ Staff will provide the flyer at the Commission meetings, email the providers, and make further phone calls to consumers to encourage recruitment.

A. **Re-Cap of Empowerment and Mobilization Meeting:** Mr. Sotomayor reported nearly 30 people attended. They especially appreciated Ms. Cross' presentation and the opportunity to have questions answered. Mr. Johnson noted the Caucus discussed videotaping the presentation and putting it on the website as well as offering it in SPAs around the County.

B. **Latino Recruitment:** There was no report.

11. **TASK FORCES:**

- Sergio Aviña has been nominated Co-Chair of the Prevention Planning Committee's newly formed Latino Task Force and has asked for increased collaboration with the Commission. The Committee agreed that a standing Task Force report at Commission meetings, and partnering on a Latino HIV/AIDS report would be a good start for collaboration with the Latino Task Force.
- Mr. Vincent-Jones suggested collaboration with the Latino Task Force on the development of a report on how HIV specifically impacts the Latino community.

➡ Add "Latino Task Force" under Commission Task Force agenda item and to Operations Committee agenda.

12. **COMPREHENSIVE TRAINING:**

➡ It was agreed to consider one-on-one orientations for new members awaiting the Commission orientation training. Staff will review training materials for new Commissioners and identify information that could be helpful to those who join the Commission.

➡ Staff will develop the next Commission training for the summer.

13. **COMMUNITY RELATIONS:** The item was postponed.

14. **COMMITTEE ACTIVITIES:** The item was postponed.

15. **POLICIES AND PROCEDURES:** The item was postponed.

16. **COMMISSION OPERATIONS:** The item was postponed.

17. **ORDINANCE REVISIONS:** The item was postponed.

18. **NEXT STEPS:** The item was postponed.

19. **ANNOUNCEMENTS:** There were no announcements.

20. **ADJOURNMENT:** The meeting was adjourned at 3:15 pm.